

BUSINESS SERVICES

Business Affairs Services ISSUANCE OF SCHOOL UNIFORM

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday - Friday)

Clients/Customers: Students

Requirement/s: Official Receipt, Delivery Slip

Processing Time: 3 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Presents the Official Receipt and Registration Form to Business Coordinator	<p>Verifies if payment for school uniforms is included in the client's Official Receipt</p> <p>Refers to the Registration Form for the additional information if needed</p> <p>Check if items and sizes needed are available</p> <p>If available, issues Delivery Slips and items</p>	2 – 3 minutes	None	Perla Bautista, Ph.D.	Registration Form/ Official Receipt
End of Procedure						

BUSINESS SERVICES

Business Affairs Services

SELLING OF ORGANIZATIONAL SHIRTS, BOOK AND OTHERS

Schedule of Availability of Service: 8:00 am – 5:00 pm (Monday - Friday)

Clients/Customers: Students, Employee, Suppliers, NGA’s, NGO’s and Partner Agencies

Requirement/s: Official Receipt, Delivery Slip

Processing Time: 1 - 2 minutes

STEPS	CLIENT/APPLICANT	TYPES OF FRONTLINE SERVICE	DURATION OF ACTIVITY	FEES	PERSON RESPONSIBLE	FORMS
1	Places/Orders item(s) to buy	Checks/verifies availability of item(s) ordered Issues Payment/Order Slip and directs the client to pay at the Cashier’s Office	1 – 2 minutes	None	Perla Bautista, Ph.D.	Assessment of Fees/ Order of Payment
2	Presents the Official Receipt of payment to the Business Coordinator	Issues Delivery Slip and the item(s)	1 – minute	None	Perla Bautista, Ph.D.	None

End of Procedure